















Process for a Bill to Become Law – From Inception Through Enactment

<u>When</u>	<u>Who</u>	<u>Description & How to Accomplish</u>	<u>Phone #</u>	<u>Comments</u>
(1) Year-Round	Legislator: May Request Research	<u>Contact:</u> Office of Legislative Research (“OLR”) for substantive research, or Office of Fiscal Analysis (“OFA”) for fiscal research	8400 0200	
(2) 1/14/05 Deadline	Legislator: Request Bill Draft <Joint Rule 8(a)>	<u>Contact:</u> Legislative Commissioners’ Office (“LCO”) 	8410	This is called a “Proposed Bill”, which is the only type of bill that an individual legislator may introduce (except that leaders may introduce emergency certified bills & governor’s bills). LCO sends the Proposed Bill to the legislator, except that as the deadline approaches, LCO sends it directly to House or Senate Clerk. LCO always keeps all bill requests and bills confidential.
(3) First few weeks of session.	File Bill	<u>File With:</u> House Clerk (if a representative) Senate Clerk (if a senator)	0400 0500	Filing with the Clerk makes the bill a public document
(4) Through 1/24/05	Leaders: Refer to Committee			LCO does pencil notation on jacket of appropriate committee
(5) Deadlines for Committees to request the drafting of Committee Bills: staggered dates: 2/1/05– 2/18/05 under joint rule 9(e). 2/24/05–4/4/05 under joint rule 9(f)	Each Committee <Joint Rules 9(e) & 9(f)> <Joint Rule 5 on conduct of meetings>	Review all Proposed Bills referred to it & decide which should be drafted into Committee Bills.		“Committee bill” is a fully drafted bill that is based on one or more Proposed Bills.

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(6) Deadlines for Committees to request the drafting of Raised Bills: 2/22/05 – 2/23/05	Legislator <Joint Rule 9(h)> <Joint Rule 5 on conduct of meetings>	If committee does not vote to have Proposed Bill drafted into Committee Bill: Legislator may request a committee to “raise” a bill on that topic. 		“Raised Bill” is a fully drafted bill that is introduced by a committee, rather than being based on a Proposed Bill. If the committee does not raise a bill on that topic, the bill concept is dead except: (1) another committee with overlapping cognizance may raise it, or (2) the bill concept may be resurrected later as a floor amendment to a bill on a similar topic.
(7) See ¶¶ 5 & 6, above.	Committee	If a committee votes to have a Proposed Bill drafted into a Committee Bill, or if the committee raises a bill, LCO drafts the bill in full statutory language.		
(8) Prior to Committee’s “JF” deadline (see ¶ 10, below)	Committee <Joint Rule 6(a) & 6(b)>	Schedule bills for public hearing. 		Committee may choose to hold public hearings either on fully drafted bills (i.e., Committee Bills and Raised Bills) or on Proposed Bills.
(9) Prior to Committee’s “JF” deadline (see ¶ 10, below)	Legislator <Joint Rule 6(c)>	(1) Testify at public hearing; and (2) contact committee’s leaders and other committee members to urge support for bill		
(10) Committees’ “JF” deadlines are staggered from 3/15/05 – 4/22/05	Committee <Joint Rule 15(a)> <Joint Rule 5 on conduct of meetings> 	Considers bill and takes any of the following final actions: (1) report it out of committee favorably (“JF” or “JFS”) either: <ul style="list-style-type: none"> • directly to floor, or • with change of reference to another committee (2) report it out of committee unfavorably, either: <ul style="list-style-type: none"> • directly to floor, or • with change of reference to another committee (3) “box” it, which is a vote not to report out of committee; (4) take no action, which has the same effect as “boxing” it, but does not entail a negative vote.		“JF” means “Joint Favorable”. “Joint” refers to the fact that in Connecticut, all committees are comprised of both Senators and Representatives. “JFS” means “Joint Favorable Substitute”. “Substitute” means that the committee is reporting the bill out with changes from the original language of the Committee Bill or Raised Bill.

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		(5) change reference to another committee without a favorable or unfavorable vote.		
(11) See ¶ 10, above.	2 nd (and subsequent) committee that receives bill as a change of reference	Repeat the process of the first committee, except that if the bill has had a public hearing, subsequent committees do not hold another hearing.		
(12) Period following a Committee's JF of a bill (see ¶ 10, above)	LCO OLR OFA <Joint Rule 13>	LCO prepares "File Copy", which is the version of the bill that is put on each legislator's desk in the chambers and on which the legislators vote. OLR prepares a bill analysis, and OFA prepares a fiscal impact statement, both of which are incorporated by LCO into the File Copy.		
(13) Throughout session, as bills are reported by committees to the House & Senate	House and Senate Clerks' Offices <House & Senate separate rules>	Puts the bill on the House or Senate calendar.		First day on the calendar, the bill is "zero starred", which means no asterisk appears before it. Each subsequent day, one star (i.e., asterisk) is added. The bill may be voted upon when it has 2 stars
(14) Throughout session, through the date on which the bill is taken up	Legislator	Seek support from leadership and other members of the chamber for the bill		
(15) Throughout session, through the date on which the bill is taken up	Legislator <Senate Rule 30 House Rule 31>	Request amendments to file copies of bill, by calling LCO 	8410	LCO prepares the amendment, and sends a copy to OFA. OFA prepares a fiscal note, which is required in order for the amendment to be considered in the chamber.
(16) Same as ¶ 15, above – see Rules for deadline	Legislator	Add name as a co-sponsor of an amendment at the: House Clerk's Office, for House Amendments Senate Clerk's Office, for Senate Amendments	0400 0500	

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(17) Throughout session, as bills are reported by committees to the House & Senate	House & Senate <Joint Rule 15(f)>	May refer bill to additional committees off the floor. 		Typically done if a committee with cognizance of part of the bill's topic has not yet considered the bill.
(18) Throughout session, as bills are reported out by subsequent committees	LCO	Prepares new File Copy if the subsequent committee reports the bill out with changes.		LCO, OLR, and OFA do the same work as for the original File Copy.
(19) Throughout session	House & Senate	Debates and votes on bill.		
(20) Throughout session	House & Senate Clerks	Prepare Journal of the Prior Day's Session 		The House and Senate Journal contains the record of debates, votes, and other activities of the prior day's session.
(21) Throughout session	LCO <Joint Rule 18>	May prepare Reprint of the File Copy that the chamber voted on.		"Reprint" of a File Copy incorporates amendments that have been adopted into the bill that was passed by the chamber. When the House passes a bill with House Amendments, the Senate requests a reprinted file copy of that bill (except during the last few days of session). When the Senate passes a bill with Senate amendments, the House prefers to review the original File Copy and the amendments separately; therefore, reprinted File Copies are not prepared for the House.

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(22) Throughout session	House and Senate Clerks' Offices	Puts the bill on the House or Senate calendar.		After passage by one chamber, the bill goes to the other chamber where the process is repeated. Again, the bill must be double-starred before it is considered for action.
(23) Throughout session through the date on which the bill is taken up	Legislator	Seek support from leadership and other members of the other chamber for the bill 		
(24) Throughout session	House & Senate	Debates and votes on bill.		
(25) Throughout session	Legislator <i><Joint Rule 7(c)></i>	Add name as a co-sponsor of a bill at the: House Clerk's Office, for house bills Senate Clerk's Office, for senate bills		Deadline is the date the Governor signs the bill or the deadline for signing it, whichever is earlier
(26) Throughout session through the date on which the Governor signs the bill	Legislator	Contact Governor's Office, if applicable, to help ensure no veto or if the legislator would like a bill-signing ceremony		
(27) The Process is Over . . . for <u>this</u> year.	Legislator	The bill is enacted! 